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**From:** Burns, Nancy (POL)  
**Sent:** Monday, August 13, 2012 3:36 PM  
**To:** Clark, Sarah (POL); brown, jessica (POL); Griffiths, Hilary (POL); Putnam, Parker (POL); Westerman, Roberta (POL); Sarty, Lynne (POL); Schrijn, John (POL); Dolan, Christopher (POL); Dougherty, Christopher (POL); Murphy, Matthew G (POL); Courtwright, Carol (POL); Watkins, Lori (POL); Iwanicki, Richard (POL); Harrington, Kimberly (POL); Bourque, Kristin (POL); Silvia, Joseph (POL); Pratt, Daniel (POL); Conroy, John (POL); Lleshi, Hevis (DPH); Lawler, Michael (DPH); Hess, Matthew (POL); O'Brien, Barbara (POL); Perry, Michael (POL); Thomas, Jana (POL); Cote, Glenn (POL); Mello, Lance (POL); Setalsingh, Karrol (POL); Farak, Sonja (DPH); Hanchett, James (DPH)  
**Cc:** Coleman, Michael (POL); Sennott, Mary (POL); Mason, Joseph (POL); Sullivan, Kristen (POL); Convery, Sharon (POL); Levasseur, Michelle; Gagnon, Kenneth (POL); Elian, Albert (POL); Drugan, John (POL); Martin, Kenneth (POL); Cronin, John (POL); Vallaro, Guy (POL); Connolly, James, Major (POL)  
**Subject:** Q3 Safety Inspections  
**Attachments:** LABORATORY SAFETY INSPECTION CHECKLIST.doc; 2012 Q3 Inspections.pdf

Laboratory Safety Inspections are done in each unit of the FSG on a quarterly basis.

Q1 Jan 1 to March 31 Q2 April 1 to June 30 Q3 July 1 to September 30 Q4 October 1 to December 31

Each inspection is documented on the attached checklist and is maintained with the safety files in the electronic Quality Management System module of the FSG LIMS. Beginning this quarter, Safety Inspections are being assigned on a random basis. The Safety Steward model is no longer in place. Please check the 2012 Q3 inspection document for the unit you have been assigned to inspect.

Attached is the Laboratory Safety Inspection Checklist. Q3 Safety inspections should be completed on the attached formed and emailed back to me by September 30, 2012. All issues documented will be addressed and remediated as soon as practicable.

Welcome to our new labs in Amherst and Jamaica Plain! As always, please let me know if you have any questions or concerns.

Nancy  
Safety Chair

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